



Vermont Farm to School Planning & Pilot Grant

2017 Request for Proposals

Deadline: October 28, 2016 at 12:00pm

Wednesday, **October 12th from 3:00-4:30pm**, the Vermont Agency of Agriculture, Food & Markets will host a webinar for all potential Vermont Farm to School Grant Program applicants. The webinar will cover all of the basics of the Request for Proposals. There will be time to ask questions, during this interactive webinar. If you are interested in joining in on the webinar, register here:

<https://attendee.gotowebinar.com/register/5795699890154428929>.

CONTACT

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KEY DATES FOR APPLICANTS

| | |
|---------------------------|---|
| September 30, 2016 | Request for Proposals (RFP) Released |
| October 12, 2016 | Webinar for applicants; 3:00-4:30 PM. Register at: https://attendee.gotowebinar.com/register/5795699890154428929 |
| October 28, 2016 | Applications due online at 12:00pm through WebGrants: https://agriculturegrants.vermont.gov |
| December 2016 | Applicants notified of funding decisions |

BACKGROUND: VERMONT FARM TO SCHOOL GRANT PROGRAM

Since 2007 the Vermont Farm to School Grant Program has been awarding Vermont schools with funds to integrate local foods and food, farm and nutrition education in school cafeterias, classrooms and communities. To date, the program has impacted over 30,000 students and served 100 schools.

The goals of the grant program are for schools and school districts to develop sustainable programs that serve food to Vermont students that is as fresh and nutritious as possible; maximize the use of fresh, locally grown, produced and processed foods; educate students about healthy eating habits through nutrition education, including hands-on techniques to make the connections between farming and the foods that students consume; increase the size and stability of farmers' institutional sales market; and increase school meal program participation by increasing the selection of foods available to students.

These goals are best achieved when incorporating the three C's of Farm to School: connections between Cafeteria, Classroom and Community. These three components should be included in each application, for example:

- **Classroom** – creating standards-based farm, food system and nutrition curriculum and professional development for teachers;
- **Cafeteria** – using local and seasonal produce, taste tests and professional development for school food personnel;
- **Community** – developing community events, school community gardens, engaging farmers, businesses and other community partners.

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Together the three C's support healthy children, healthy agriculture, and healthy communities. Applicants should demonstrate a working relationship between the 3 C's, and be able to demonstrate clear partnerships within the school community.

FARM TO SCHOOL PLANNING & PILOT GRANT

The Vermont Farm to School Planning & Pilot Grant should serve to assist Vermont schools in planning and piloting a Farm to School program. Funding should be used to build their Wellness or Farm to School Committee, create a Farm to School Action Plan and pilot Farm to School activities. In addition to grant funding, Planning and Pilot grantees will receive direct technical assistance to help in the development and piloting of their Action Plans. Successful Planning & Pilot grantees are eligible to apply for an Implementation grant in subsequent years.

Expected outcomes of the Planning & Pilot Grant are:

1. Development of a Farm to School/Wellness team that represents diverse parts of the school's community, which may include teachers, administrators, food service staff, parents, students, community members and farmers.
2. Completion of the Farm to School Planning Rubric to assist in identifying areas of program strength and opportunities for growth.
3. Development of a Farm to School Action Plan that addresses the following questions:
 - What are teachers and school staff going to do to help students connect with local farms and food businesses?
 - How will the school meal program purchase and use Vermont farm products in the preparation of school meals and menu options?
 - How will an educational component be developed that is aimed at increasing students' understanding and acceptance of new foods and menus in the cafeteria?
 - What activities will be planned in the classrooms or on farms to provide students with the opportunity to taste and learn about Vermont farm foods?
 - How will Farm to School be integrated into classroom curriculum?
 - How will the community (farmers, parents, local businesses and organizations) be involved in the planning process and eventual implementation?
 - How will Farm to School activities be implemented beyond the grant period?

LOCAL FOOD PROCUREMENT

In addition to the goal of creating robust Farm to School programs, the Vermont Agency of Agriculture, Food & Markets is committed to both the Farm to Plate goal of reaching 10% of all food purchases being local (meeting the Vermont definition of local of originating from within Vermont or within 30 miles) by 2020 and the Vermont Farm to School Network goal:

By 2025, 75% of Vermont schools will lead the cultural shift to a values-based food system that engages 75% of our students in integrated food system education, community-based learning, nourishing universal meals

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and the experience of self-efficacy and purchases at least 50% from a socially just and environmentally and financially sustainable regional food system.

Willingness to purchase Vermont food and farm products and serve them through the school meal program is an essential component of the Farm to School Grant Program.

ELIGIBILITY

Any Vermont school, school district, or a consortium of schools may apply for this competitive grant. Priority consideration will be given to schools and school districts that are in the early stages of developing Farm to School programming and can demonstrate community support for their program or have a plan to build community support.

FUNDING

More than \$55,000 is available to support Farm to School Planning & Pilot and Implementation Grants in addition to technical assistance from funds allocated by the Vermont State Legislature. **In addition to technical assistance (described below), Planning & Pilot grantees will receive \$2,500** for the development and piloting of their Farm to School program. These are competitive grants. Applicants will be notified of awards in December 2016.

Schools or school districts receiving a grant are required to submit an invoice and signed grant agreement to the Vermont Agency of Agriculture, Food & Markets before funds can be disbursed.

TECHNICAL ASSISTANCE

Technical assistance is a key component of the Planning & Pilot Grant. The technical assistance will be provided to schools by experienced Farm to School practitioners.

The following is **required** to support your school's development and implementation of a Farm to School plan:

- Participation in an informational webinar about the program (February 2017)
- Attendance at an action planning workshop (March 2017)
- Attendance at a curriculum integration workshop (April 2017)
- On-site coaching by experienced Farm to School practitioners (March-November 2017)

In addition to these required webinars and workshops, the technical assistance provider will provide each school with customized on-site coaching as well as support with local purchasing and integration of Farm to School into curriculums.

PROJECT TIMELINE

Schools should expect to complete their planning activities within one year of receiving their grant. Schools or groups of schools that receive Planning & Pilot Grant funds are encouraged to apply for Implementation Grants in future application rounds.

- **October 12, 2016:** Informational webinar for prospective applicants at 3:00-4:30pm
- **October 28, 2016:** Applications due by 12:00pm on WebGrants
- **December 2016:** Applicants notified of awards
- **January 2017:** Grantees submit invoices and signed grant agreements
- **February 8, 2017:** School Teams attend Farm to School Awareness Day at the Statehouse for official grant award ceremony
- **February 2017:** Webinar on Farm to School Planning and Team Building
- **March 2017:** School teams of at least 3 members attend full day Farm to School Action Planning workshop (location TBD)
- **April 2017:** Teachers attend curriculum integration workshop (location TBD)
- **March-November 2017:** 15 hours of on-site technical assistance or coaching available to each school team by an experienced Farm to School practitioner
- **June 30, 2017:** Interim grant reports due
- **December 30, 2017:** Project completion date
- **January 30, 2018:** Final grant reports due

COMPLETING THE APPLICATION

New for 2016, all Farm to School Grant applications must be submitted through the Vermont Agency of Agriculture, Food & Markets' new online grants management system, WebGrants, at <https://agriculturegrants.vermont.gov>. Find additional guidance for working with WebGrants in Appendix A.

Below you will find all of the required application components that you will need to submit online.

Applications must be completed in WebGrants by noon on October 28, 2016. Project proposals will be reviewed by an advisory panel, which will include representatives from the Vermont Agency of Agriculture, Food, and Markets, Vermont FEED, Vermont Farm to School Network, and other stakeholders.

It is highly recommended that before developing an application for the Vermont Farm to School Grant Program schools consult the [Vermont School Wellness Policy Guidelines](#), which were established by the Agency of Education, the Department of Health and the Agency of Agriculture, Food & Markets.

Applicant Information

- Primary contact information—this will be the primary point of contact for all application and grant related communications
 - Contact name and title
 - Mailing address

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- Telephone and E-mail
- Name of school(s) applying
- Name of Supervisory Union
- County
- Grades served (for each school)
- Number of students (for each school)

Fiscal Agent Information

This information is required if an organization OTHER THAN THE APPLICANT will be the recipient of grant funds. Supervisory Unions are always the fiscal agent for schools.

- Fiscal Agent & Federal ID #
- Contact name and title
- Mailing address
- Telephone
- **NOTE:** When a Fiscal Agent is utilized, the grant agreement (contract) is WITH THE FISCAL AGENT, not the applicant organization or business. The fiscal agent bears full responsibility for the grant and for all grant requirements. W9 and Certificates of Insurance are also with the fiscal agent organization.

Grant Contributors

- All individuals who contributed to writing the grant application, including their title(s) and organizational association(s)

Committee Members

- A list of all potential or existing members of your Wellness or Farm to School Committee, including their title, e-mail, and phone number.
- You must obtain signatures from all Committee members.
- A successful Farm to School program takes collaboration of multiple partners across various disciplines. Below is a list of suggested committee members:

- | | | |
|----------------------------------|-----------------------------|---|
| • School administrators | • School board members | • Community health agency (e.g. American Cancer Society) |
| • Food Service manager/directors | • Health educators | • Other community representatives |
| • Physical educators | • Parents | • Farmers and local producers |
| • Students | • Teachers | • Local chefs or food store managers |
| • Farm to School Coordinators | • Health Services | • Local non-profits (e.g. land conservation or agricultural groups) |
| | • Food Rescue Organizations | |

Letters of Support

A letter of support from each of the following (submitted online through WebGrants):

- Principal (from each school);
- Food service director (from each school);
- Another supporting Farm to School stakeholder (from each school);
- *For a group of schools only:* superintendent.

Baseline Data Collection

Provide your best estimate for the following measures from the 2015-2016 school year. *If applying as a district or consortium, please provide this information for each school.* This information will also be requested in interim and final reports for grantees. Our intention for collecting this information at the application stage is to establish baseline metrics for the grant program's impact. Starred (*) items are required.

- Number of students involved in Farm to School activities
- Number of farms your school has a relationship with
- Number of farms you buy or receive local product from
- Total dollar amount spent on purchasing food annually, by school meal program*
- Total dollar amount spent on purchasing LOCAL food annually, by school meal program
- Total dollar amount spent on PURCHASING food from school garden
- Pounds of local food DONATED and used in school meals
- Pounds of food DONATED from school garden
- Pounds of surplus food captured and donated to local food rescue organizations
- Pounds of food scraps collected and diverted from the landfill
- % of students that qualify for free and reduced price lunch*
- % of students participating in School Breakfast Program*
- % of students participating in National School Lunch Program*
- List all sources of local food purchased by school meal program

Narrative Questions

1. *Project Summary (up to 2000 characters—approx. 300 words): 5pts*

Provide an overview of your proposal. This is a broad and general statement of what you want to accomplish; it summarizes the application. Include your overall project goal(s) (e.g. "The goal of this project is to create a Farm to School program that coordinates all schools in this district.") and anticipated outcomes. The summary should explain how the project will help accomplish your Farm to School program goals and benefit your school community.

2. *Need & Readiness (up to 1000 characters—approx. 150 words--each bullet): 15 pts*

- Why are you applying for this grant and how will the funding and technical assistance help?

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- Illustrate how your school is already involved in Farm to School, and how that can be further supported with this grant. What have you already tried and what have you learned? What are your biggest opportunities and challenges?
- Describe how you will create and engage a Wellness Team, or build on an existing team, to address Farm to School priorities in your school community.
- Identify additional partners that will need to be involved in the Farm to School planning process.
- Describe how your school is making progress towards implementing the [Vermont School Wellness Policy Guidelines](#).

3. Objectives, Activities and Timelines: 15 pts

In this section outline what you want to accomplish utilizing the grant funds, how you will do so and by when.

- Objectives should be clear, descriptive statements of what you want to accomplish. They should align with the project goal(s) and should be both attainable and measureable. Most projects have 2-4 objectives.
- Activities should be tasks necessary to accomplish an objective. Be sure to identify who will be responsible for each task. You will be asked to classify which of the 3 C's (cafeteria, classroom, community) each activity falls into.
- The timeline should include anticipated dates of completion for activities.

4. Proposed Project Budget: 10 pts

Provide an itemized budget. Costs should be reasonable and directly related to the project objectives and activities. Include the costs of any technical assistance or professional development service beyond the technical assistance already provided through this grant. Stipends and mileage for farmers and/or food service personnel to attend workshops or meetings and substitutes for food service personnel and teachers may be included in the budget.

Although matching funds are not required for this grant program, demonstration of cash or in-kind time provides reviewers with a better understanding of how schools are supporting Farm to School efforts. Therefore, please include any and all other sources of funding for this project.

*****Total funding request of the grant shall not exceed \$2,500*****

Funds may NOT be used for the following expenses:

- The purchase of foods that are not local products ("local," "locally grown," and any substantially similar term shall mean that the goods being advertised originated within Vermont or 30 miles);
- School meal program services that are not accessible to students of all income levels;
- Registration in Jr. Iron Chef or other competitions;
- Teacher salaries.

5. Budget Justification (up to 3000 characters—approx. 400 words): 5 pts

In addition to itemizing expected expenditures, please provide a budget narrative to justify expected costs. All expenses described in this narrative must be associated with expenses that will be covered by

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the grant. Explain how your budget addresses the three components of Farm to School—cafeteria, classroom and community.

ADDITIONAL RESOURCES

In addition to this document, there are organizations around the state that may be valuable resources in your planning and implementation of Farm to School programming. Below is a list of organizations and the regions they support.

- [Center for Agricultural Economy](#) (greater Hardwick area)
- [Food Connects](#) (Southern Vermont)
- [Green Mountain Farm to School](#) (Northeast Kingdom)
- [Healthy Roots](#) (Franklin and Grand Isle Counties Vermont)
- [Hunger Free Vermont](#) (statewide)
- [Marble Valley Grows](#) (Rutland County)
- [Rutland Area Farm and Food Link](#) (greater Rutland area)
- [Upper Valley Farm to School](#) (Upper Valley region)
- [Vermont Community Garden Network](#) (statewide)
- [Vermont FEED](#) (statewide)

APPENDIX A: WEBGRANTS GUIDE

Instructions for Farm to School Grant Program Applicants

1. Go to agriculturegrants.vermont.gov. From this page—

- a. Enter your User ID
- b. Enter your Password
- c. Click **Log In**

If you do not have a User ID, click **Register Here**

Log In

User ID:

Password:

Log In

[Forgot User Id?](#)

[Forgot Password?](#)

VERMONT

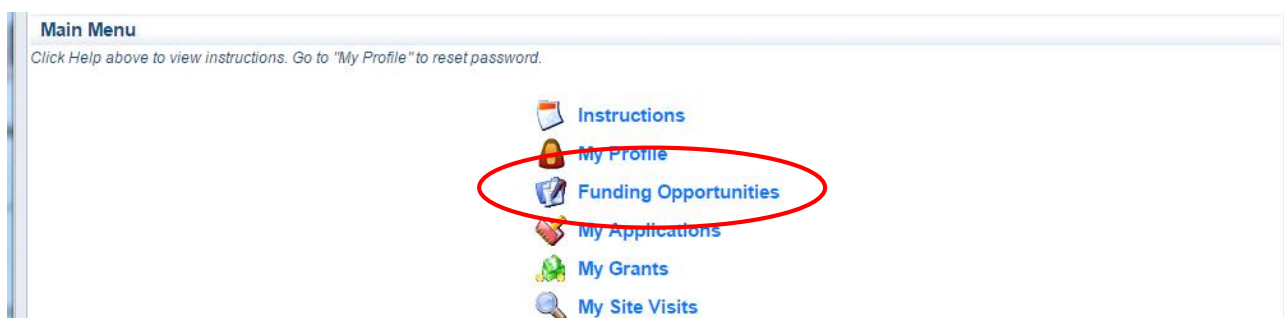
New to WebGrants - Vermont Agency of Agriculture, Food and Markets?

[Register Here](#)

Announcements

Remember to **turn off and disable** your **script, javascript, and ad blockers** as well as **pop-up blockers** when entering the Vermont Agency of Agriculture grants site.

2. From the Main Menu, click **Funding Opportunities**



3. From the Funding Opportunities page, select the appropriate **FY17 Farm to School Grant (either Planning & Pilot, Implementation or Universal Meals).**

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- Click **Start a New Application**.

The screenshot shows the Vermont WebGrants interface. At the top is the Vermont logo and navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is the 'Funding Opportunities' section. Under 'Current Applications', there is a table with two rows: one for 'Charter School app' (ID 01083) and one for 'Test Project 2' (ID 01086), both in 'Editing' status. Below the table are links for 'Copy Existing Application', 'Start a New Application' (circled in red), and 'Ask A Question'. The 'Opportunity Details' section shows '01018-FY17 Farm to School Implementation Grant'.

| ID | Application Title | Status |
|-------|--------------------|---------|
| 01083 | Charter School app | Editing |
| 01086 | Test Project 2 | Editing |

- Fill out the General Information form. Be sure to provide the information for the person who will be responsible for this grant application. This will be the primary point of contact for all grant related communication.
- Click **Save** in the upper right corner to save the General Information form.

The screenshot shows the 'General Information' form. It includes fields for 'Primary Contact' (Vermont Tester2), 'Project Title' (Test Project 2), 'Authorized Official' (Vermont Tester2), and 'Organization' (Vermont Agency of Agriculture, Food and Markets). The 'Save' button in the top right corner is circled in red. A 'Return to Top' link is at the bottom right.

After clicking "Save," your project will have an application number. If you need to log out and log back in you can return to your application by clicking "My Applications" in the Main Menu, or by clicking Funding Opportunities, where you will see your application in the top section. **Do not click "Start a New Application."**

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A view will show the completed form. You have the option to click “Edit” and edit your information or select additional users to have access to help complete the application.

7. Click **Go to Application Forms** to begin completing the forms designated for this funding opportunity.

Application: 01086 - Test Project 2

Program Area: Farm to School
Funding Opportunity: 01018 - FY17 Farm to School Implementation Grant
Application Deadline: 11/01/2016

Instructions
This page must be completed and saved before proceeding with the rest of the application process.

General Information

System ID: 01086
Project Title: Test Project 2
Primary Contact: Vermont Tester2
Additional Contacts: Vermont Tester2
Select any additional contacts within your organization that will also manage this grant
Organization: Vermont Agency of Agriculture, Food and Markets

[Go to Application Forms](#)

This view is a complete listing of all application forms that you need to complete in order to submit your application.

Application: 01086 - Test Project 2

Program Area: Farm to School
Funding Opportunity: 01018 - FY17 Farm to School Implementation Grant
Application Deadline: 11/01/2016

Instructions
The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

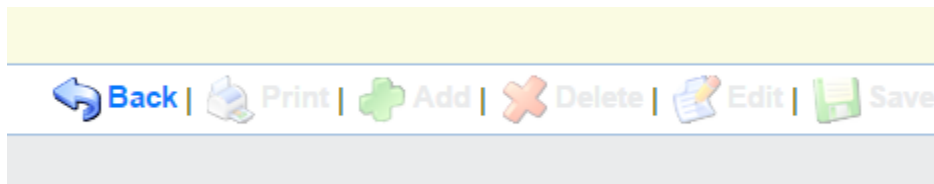
| Application Forms | | Application Details Submit Withdraw | |
|--|-----------|---|--|
| Form Name | Complete? | Last Edited | |
| General Information | ✓ | 09/14/2016 | |
| FTS Primary Point of Contact | | | |
| Applicant School(s) Contact Information | | | |
| Fiscal Agent | | | |
| Grant Writers | | | |
| Implementation Grant Narrative Questions - 25 points | | | |
| Cafeteria Objectives, Activities & Timeline | | | |
| Classroom Objectives, Activities & Timeline | | | |
| Community Objectives, Activities & Timeline | | | |
| School / SU Food Metrics Baseline | | | |
| FTS Budget Justification | | | |
| Other Attachments and Documentation | | | |
| Farm to School Committee Signatures | | | |
| FTS Admin Signatures | | | |
| FTS Letters of Support Upload | | | |
| FTS Application Checklist | | | |
| FTS Implementation Budget | | | |

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- Continue to click on each form in the Application Forms listing.

We find it is much easier to write your essay answers in a word processor such as Microsoft Word to easily catch spelling errors and word counts and then copy and paste your answers into the forms. In the word processor, make sure to check the character count, as WebGrants counts characters rather than words (spaces included).

IMPORTANT: Use the system's Back button (see below) to navigate within the system. Do not use your browser's back button.



- When you are finished with a form, first click **Save** and then **Mark as Complete** at the top of the page.

All forms can be edited and saved as often as necessary but the system will require that ALL fields marked as required (with an asterisk) MUST have entries and EVERY form must be "Marked as Complete" before you can submit your application. You will receive a pop-up message notifying you of this if you try to submit without completing these steps.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Application

Application: 01085 - Test Project

Program Area: Farm to School

Funding Opportunity: 01051 - FY17 Farm to School Universal Meals Grant

Application Deadline: 10/28/2016

Instructions

Enter the name, title and organizational affiliation for each individual that contributed to writing this grant application.

Click ADD+ (above), enter information and click SAVE.

Repeat as many times as necessary to include all contributing grant writers.

Contributing Grant Writers

Mark as Complete | Go to Application Forms

| Name | Title | Organizational affiliation |
|-------------|------------------|----------------------------|
| Joe Smith | Principal | Test School |
| Sue Johnson | Business Manager | Test School |

Last Edited By: Vermont Tester2, 09/26/2016

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You can edit forms that have been saved. After clicking on the form's name, click "Edit" in the top right corner of the form. When finished click "Save," then "Mark as Complete." You can still edit forms that have been marked as complete. Click "Go to Application Forms" to return to the menu.

10. Submit your application.

When all forms have been marked as complete, you may return to your application page by either clicking "Go to Application Forms" or from the main menu. If everything looks good, click "Submit."

If you have missed any required fields, you will not be able to submit your application. Upon submission, you will receive a Confirmation Page confirming that your application has been submitted.